

OSDiscussions...

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STAR 2002 ... an event to be proud of!

Where can department personnel attend education workshops, receive breakfast and lunch, interact with hundreds of businesses and network with other professionals for one or two days...and **not spend money**? The answer is the Operational Services Division's annual STAR (Statewide Training And Resources) event. STAR is sponsored 100% by its exhibitors and attendance is FREE!

Commonwealth employees travel from all over the state to attend STAR and return to their jobs the next day with a wealth of information. This year **STAR 2002** offers an exceptional education program and vendor sponsored training. Join us **April 23 & 24, 2002 at the Bayside Exposition Center, Boston from 8:30am to 3:30pm** and you will hear the Singing State Trooper performing a Patriotic Program, relax to music throughout the day and meet over 275 exhibitors. Select from the following list of Education Workshops and Special Vendor Training Sessions:

Education Workshop Sessions

- o Introduction to 801 CMR 21.00
- o Evaluation Criteria vs Performance Measures
- o Incidental Purchasing and Other Procurement Exceptions
- o Cost Effectiveness of Statewide Procurement Initiatives
- o Contracting for Cities & Towns, Stress in the Workplace
- o Stress in the Workplace

Special Vendor Training Sessions

- o Reassessing Network Security to Prevent Virus & Hack Attacks
- o Outlook 2000
- o Excel 2000
- o Terrorism Awareness & Developing Evacuation Plans

Plus, meet the Procurement Team Leaders from OSD and members of their PMT for a 90-minute Q&A session.

Last year STAR 2001 had 270 exhibitors representing a majority of our Statewide Contracts along with 2500 attendees. For STAR 2002 we expect even more. Be part of this exceptional event, visit the STAR Website at www.mass.gov/osd/star for more information and to register online.



OSD Expands Environmental Initiatives at STAR

Every year, OSD's Environmental Purchasing (EPP) Program works with the STAR PMT to introduce and test new ways of making the event greener. The past accomplishments of this successful collaboration were:

- Electronic information access, registration and payment methods for exhibitors and attendees;
- All conference materials, including the Program, printed on recycled paper;
- Cardboard packaging recycling program for exhibitors; and
- A name badge recycling program for attendees.

For STAR 2002, the Environmental Purchasing Program has set a new goal: to organize a beverage container recycling program for attendees. The Environmental Purchasing Program and STAR PMT teamed up with the facility and catering services management in an effort to create a model beverage recycling program that could then be replicated for other events held at the same facility.

Bayside Exposition Center, the events' venue, does not have a beverage container recycling program in place and, therefore, did not have any spare receptacles. Otto Industries, Inc., a STAR Partner and statewide contractor, will provide those. Bayside Exposition Center's staff will collect and recycle the bottles and cans, while STAR PMT and the EPP Program work on promoting the program among attendees... hence this article. There is nothing a good team cannot achieve!

Please recycle as you attend STAR on April 23rd and 24th. By the way, the Otto Industries roll-off carts are made with 20% post-consumer recycled content plastics and are available on EQE03/EQE-RSCI I RC.

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Go Team! Another winning "KICK"OFF! - Gloria Harris

Just days before that most exciting final play of Superbowl 2002 which catapulted the New England Patriots to victory and garnered their World Championship, another Massachusetts Team was busily putting together strategic maneuvers. Those moves are sure to be a winner for the state's sports and physical fitness enthusiasts for years to come.

The Procurement Management Team is at the beginning phase of a comprehensive procurement which will feature not only football equipment, but also one-stop shopping for leisure and competitive sports and physical fitness activities. Some of the products Statewide Contract #OFF14 will offer include apparel/clothing, lockers, as well as all equipment, accessories, supplies and services for these categories. The Team has met regularly since the end of January and anticipates that the Request for Response (RFR) will be ready for release by the end of April 2002 with an anticipated contract award in July 2002.

Team representatives include athletic directors and procurement administrators from cities/towns/schools, higher education facilities and departments throughout the Commonwealth of Massachusetts who have a shared interest in seeing this contract awarded. They are

also eager to offer all contract users an easy-to-use, well-defined contract. During this development process, there will be team presentations from a cross-section of the wide-range of companies offering these products.

If your department currently uses these type of commodities and/or services or plans to in the future, please contact Gloria Harris @ 617-720-3305 or gloria.harris@osd.state.ma.us to give your input. Also, we are always looking for interested contract users to participate on Teams.

Time is of the essence. After all, there are many talented and budding future champions throughout Massachusetts who will make good use of the products offered on this contract.

The Procurement Doctor

Dear Procurement Doctor:

Departments often submit proposals or seek funding from the Federal Government or other sources and the ability to respond quickly to these funding opportunities is of critical importance. In many cases, we are asked to identify, in our response, the individual or group of community organizations, generally not-for-profit groups, that we would be partnering with should we be successful and receive funding. In that case, the award letter usually specifies both the state agency receiving the funds and the not-for-profits. We then execute contracts under 801 CMR 21.05 (2): exemption from competitive procurement where a specific contractor is named or earmarked. Is this ok?

"Trying to do the right thing."

Dear Trying:

Good question, but the answer is, no, this isn't an OK practice to continue. In the Commonwealth, a competitive procurement is required for the acquisition of any commodity or service unless it qualifies as a competitive procurement exception. When the Federal Government or any other funding source names a specific entity or organization as a recipient of a grant, that does not replace or supercede the Commonwealth's procurement requirements. In some cases, there may even be language in the grant notice that requires compliance with any state procurement statutes and an assumption that the required procurement procedures were completed prior to response submission. This is markedly different from an "earmarking" or legislatively mandated process where there is generally no procurement or application process involved. You should also make a determination of the appropriate subsidiary (MM or RR) and object code for the expenditure before conducting your procurement.

I do understand that timeframes for responding to these funding opportunities are often tight and offer the following suggestions. First, it may not be required to identify a specific partner(s) in your grant application. If this is the case, it may be sufficient to describe the qualifications you will be seeking in a partner should you receive funding. If, however, this is a requirement of the grant or you believe that identifying a specific partner will strengthen your application, you should, at the very least, post a notice on Comm-PASS. The Comm-PASS notice should announce that you are submitting a grant application and are inviting interested parties to submit a letter of interest or a summary of their qualifications for consideration in your grant applications as "potential partners" if you are successful in obtaining funding. If you ultimately receive funding, you can then complete the RFR process among the qualified bidders who expressed interest in order to identify the partner(s) that will receive funding. By doing this, you have satisfied the requirement for a fair, open and competitive procurement since all interested parties would have had an opportunity to offer themselves as potential partners.

If you have enough time to conduct a competitive procurement in advance of the grant application deadline, you must follow the procurement requirements associated with small or large procurements under 801 CMR 21.00. 1) As you know, if the total procurement value is under \$50,000, it is considered a small procurement and a department can distribute an RFR in writing to at least three potential bidders, receive written responses and make a decision within a relatively short timeframe. 2) If the total procurement value is over \$50,000 but below the World Trade Organization (WTO) threshold of \$483,000, a department must post the procurement on Comm-PASS. However, it may develop an expedited procurement calendar that satisfies the competitive procurement requirement while meeting the timeframes required by the funding source. 3) Finally, if the total procurement value is over the WTO threshold of \$483,000, the solicitation must be posted on Comm-PASS for the 40 days required under WTO.

If all else fails, take two aspirin and call me in the morning. Good luck!

The Procurement Doctor is a new feature of OSDiscussions and will be responding to inquiries on a regular basis.

Greening State Sponsored Events

Does your agency have the need to hold meetings, conferences or other events for staff or clients? If so, then you should know about Statewide Contract # ST2E221, Conference Center Use, STAR and Related Events.

STAR PMT in cooperation with OSD's Environmental Purchasing Program is in the process of awarding a statewide contract for conference centers (small and large) and decorator companies who not only offer various types of meeting space and exhibiting services, but can provide added value through environmental features such as:

Utilizing reusable food service ware (e.g. china, silverware, jugs for cream or milk),

Recycling plastic coffee cups and other food service materials,

Using paper containing a minimum of 30% post-consumer recycled content for all literature, folders, and other printed materials,

Donation of unused food to the Greater Boston Food Bank or similar organizations and shelters wherever local health regulations permit.

In addition, the contract is an open enrollment one. If you are interested in adding your preferred conference facility to the list of contractors, please contact William Funk, Director of Professional and Institutional Services at (617) 720-3329 / william.funk@osd.state.ma.us. For more information on greening an event you are planning to organize, contact Dmitriy Nikolayev, Environmental Purchasing Project Specialist at (617) 720-3351 / dmitriy.nikolayev@osd.state.ma.us or Marcia Deegler, Environmental Purchasing Program Manager at (617) 720-3356 / marcia.deegler@osd.state.ma.us.

Click on the "Search" feature on the first page. The notice can be found by going to the very bottom, left side of the "Search" page. The "Bid Reference Number" is ST2H191. The bidder then can open the WTO notice. The "Contact Information" will list an e-mail address and phone number. The bidder needs to send their full e-mail address to either of those mailboxes.

Why:

It is the responsibility of all potential bidders to watch the Comm-PASS site for upcoming business opportunities. However, the PMT is offering this service to give potential bidders an almost instant chance for notification of the bid release.

Special Note:

Departments might also want to inform their contractors that the PMT cannot take responsibility for incomplete or incorrect e-mail addresses, nor does notification of the RFR release relieve potential bidders from any responsibilities associated with responding to the RFR.

Statewide Contract for Temporary Help Services (ST8J461) To Be Extended - Tess Francisco

The PMT voted unanimously to offer extension of this popular contract through June 30, 2004. This is the final renewal option for this contract. MMARS tables will be revised during the month of June to reflect extension of each contractor's contract. All contractors have been notified of the upcoming renewal, and are expected to sign the renewal option.

A large number of these contractors will be at STAR 2002. Please use this opportunity to make sure your department is getting its 'best value' from this contract by doing comparison-shopping!

Professional Services - Tess Francisco

New Professional Services RFR - Your Management Consultants, Program Coordinators and Planners Should CONTACT US NOW!

What:

The PMT is providing a courtesy email notification of RFR release for this new professional service contract to potential bidders who provide information to the PMT in advance.

Who:

- Departments need to notify any contractor currently providing any of the above services, or interested in providing these services that they need to respond to this RFR to be considered for inclusion in this upcoming Statewide Contract.
- All individuals or entities currently doing business as **Independent Contractors** in the H19, H23, H22, M01, M03 and M04 object codes should consider bidding on this RFR.

When:

Currently, in compliance with the World Trade Organization/Government Procurement Agreement requirements, a notice announcing the upcoming release of the above Statewide RFR is posted on Comm-PASS. The PMT will release the RFR in Spring 2002.

Where and How:

Departmental personnel need to give detailed instructions to bidders or current contractors to participate in this email notification of the RFR posting. Before contacting potential bidding entities, please become familiar with the instructions below yourself. It is now possible for a potential bidder to request notification. For a bidder to receive e-mail notification, the bidder needs to visit the Comm-PASS Internet site.

Miscellaneous Clothing, Footwear & Accessories (CLT05) Statewide Contract -

By Betty Fernandez

The PMT is pleased to announce that a new statewide contract has been awarded to 13 contractors to provide Miscellaneous Clothing, Footwear and Accessories (CLT05) to cover the following categories: athletic wear, footwear, hosiery & accessories, hospital wear (health & patient care), nightwear, outerwear, underwear and miscellaneous items.

The contract awards represent pricing, discounts and/or distributor's cost plus items within manufacturer's catalogs and price lists represented by each qualifying contractor.

The initial term of this statewide contract will be 36 months from 3/20/02 through 3/20/05 with options to extend up to 12 months, four times.

Detailed information is available on www.comm-pass.com

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Be sure to check out the next issue of OSDiscussions for an update on the **Comm-PASS Generation II project!**

Contact us at:

The Operational
Services Division
1 Ashburton Place,
Room 1017
Boston, MA 02108
(617) 720-3300
fax: (617) 727-6123

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Medical, Laboratory & Dental PTL

- Peter Sasso

There have been several new ventures that both the Medical and Laboratory PMT have been working on during the past few months:

A Vendor Summit was held on February 28th with the contractors on the **HSP16- Medical and**

Surgical Supply contractors. This summit gave the contractors an opportunity to offer their opinions on how the contract was doing for each of them. The contractors expressed appreciation for the chance to offer some critique of the contract. It also introduced them to some of the PMT members who will serve in the role of "Cost-Containment Specialists". These specialists will review items purchased from Commonwealth agencies in the following categories: Ostomy products, Urological products, Respiratory care products, Soaps and germicides, IV Sets and solutions, Incontinent care products, Needles and syringes, Hospital sundries and Surgical supplies. These specialists will periodically send out lists of frequently used items to the contractors and ask them for quotes on the products. This is an effort by the PMT to continue to search out the most cost-effective medical products during these tough economic times. The prices will be communicated to everyone who uses the contracts for them to become aware of the prices.

HSP13 Lab Contract is going to be renewed for another 24 months effective March 31, 2002. The Lab PMT has really appreciated the ease of use of this contract for all their lab supplies. One supply that is newly available on this contract from Fisher Safety is a lightweight, portable smoke escape hood designed for self-rescue in the event of a fire. This hood gives someone at least 15 minutes to escape from a smoke filled building. This product is going to be introduced to Commonwealth agencies because it is new on the market and it can be relevant to some of our safety plans.

HSP15- Incontinent Care Products contract has been offering agencies the lowest pricing in two years for incontinent products. The vendors have been aggressive with products and pricing.

HSP18 Medical Equipment, Beds and Furnishings contract will be offering Commonwealth agencies, cities and towns an opportunity to obtain defibrillators at a lower price for higher volume purchases. Information will be sent out in April for all agencies, cities and towns to take advantage of the savings on this piece of equipment that could help to save lives.

HSP19- Dental Contract has had increased usage over the past eight months with Patterson Dental and Sullivan and Schien who are the two contractors on the award. The State of Rhode Island has reviewed the contract and will be using this contract for their dental supplies and equipment.

The Medical and Lab PMT welcomes new members from departments and agencies who use these contracts. If you are interested in joining the PMT, please call Peter Sasso, PTL at (617) 720-3307 or email a note to me at peter.sasso@osd.state.ma.us.

ENERGY PMT NEWS - James Ferri

Request for Response for Electricity - The Energy PMT with technical assistance and support from the Division of Energy Resources will be expediting a Request for Response for the purchase of electricity. The current market condition indicates that the opportunity exists for savings and the time is right to put this out to bid.

Your electric bill consist of two major cost components:

- **Local Distribution Services.** This is provided by your Local Utility. The Division of Telecommunications and Energy regulates these services and costs. These are not subject to competitive procurement.
- **Supplier Services.** This is the cost of the electricity. With the advent of deregulation in Massachusetts, the supply component is now open to choice. The Operational Services Division will competitively bid this piece of the electric bill.

We expect to do this in phases over the next 3-12 months. You will be receiving a request for account information. This information is critical to the development of the RFR and your assistance in this process is essential.

We are excited to be undertaking this ground breaking procurement and be involved in the resulting cost savings.

Request for Response for Natural Gas - The Energy PMT is in the process of developing and issuing a Request for Response for the purchase of the firm supply of natural gas. Natural Gas pricing has come down from its astronomical cost of last year and the opportunity exists for cost savings.

Deregulation of natural gas, allows for the choice of a supplier for the natural gas (supply) component of your natural gas bill. The Operational Services Division will competitively bid this piece of the natural gas bill.

The team is working on issuing this RFR late spring/early summer of this fiscal year.

Request for Response for Energy Advisors - OSD is in the process of awarding contracts for a listing of qualified energy consultants. This bid will result in approximately eighteen (18) energy consultants, which eligible entities may contract with for a variety of energy consulting services. We will have both large firms and smaller consultants available on this contract.

This RFR was bid as a solution-based solicitation, which allows end-users to develop a scope of services and then select the company which they feel best meets their needs.

We expect that this contract will be available May 1, 2002.

Chemical Agents and Less than Lethal Munitions (LAW04) Contract Renewal -

Betty Fernandez

The Law Enforcement PMT is pleased to announce the RENEWAL of the Statewide Contract for Chemical Agents and Less than Lethal Munitions (LAW04), with four contractors for an additional 12 months. Please see detail information on www.comm-pass.com.

Migrate, Multi-State and More... - Bob Guerard

The Office Equipment, Supplies & Services PMTs have some exciting new updates to mention in the office area.. Just on the horizon are innovative and bold initiatives to provide more cost effective and overall best values for Eligible Entities Statewide.

Ø **Stockless Office Supply - OFF01** - The Stockless Office Supply Team has finalized plans to migrate from the current EDI MMARS Ordering Process, for Executive Departments, to a web based online ordering process effective July 1, 2002. The intent is to provide all Eligible Entities and the Contractors with a streamlined, more effective and efficient avenue to process office supply orders. The Team has viewed New England Office Supply and Corporate Express's web-sites and will begin testing the site during the Months of May & June before final release in July. OSD Update #01-20A will be released in May with more details. Eligible Entities are encouraged to be proactive in contacting either Contractor after the release of the OSD Update to begin the migration from the EDI or Manual process to the new Web based process. If you have any questions, please contact Robert Guerard, PTL Office Equipment, Supplies & Services at 617-720-3321 or via e-mail at office.ptl@osd.state.ma.us

Ø **Multi-State Connecticut and Massachusetts Art & Instructional School Supplies - OFF13** - The Multi-State Connecticut and Massachusetts Art & Instructional School Supplies Team has broken ground on the first Multi-State Contract for Art & Instructional School Supplies. The Contract is based upon the State of Connecticut's Request for Proposal #RFP012-A-14-0501-C, Bid submissions and the Massachusetts attachment. The Office Team believes that the foundation has been established to foster future Multi-State initiatives to provide all Eligible Entities with the greatest potential purchasing power in the Northeast Region. Review the Comm-Pass site www.comm-pass.com for more details by searching for Contract #OFF13 during the month of April.

Ø **Wanted: Team Members with printing knowledge and a desire for quality printing services** - The current General Offset Printing Services Contract - I 650A expires December 18, 2002. A new Team of volunteers from the current Team and new volunteers needs to be established April/May of this year to begin the research, development and creation of a new Request for Response for release by late summer/early fall. We need your knowledge and expertise within the industry to be presented around the table to enhance the current contract scope. The enhancements in equipment technologies within the past five years will enable the Team to create a contract that will encompass a wider range of printing services for your particular needs. If you would like to join the Team please contact Robert Guerard, PLT Office Equipment, Supplies & Services at 617-720-3321 or via e-mail at office.ptl@osd.state.ma.us or Gloria Harris, DPTL, Office Equipment, Supplies & Services at 617-720-3305 or via e-mail at gloria.harris@osd.state.ma.us Your participation is greatly appreciated.

Just a reminder: If there is any office commodity or service that is currently not available under a statewide contract that you would like to have the PMT review and possibly develop or if you would like to join any of the Office Teams please contact Robert Guerard, PLT Office Equipment, Supplies & Services at 617-720-3321 or via e-mail at office.ptl@osd.state.ma.us or Gloria Harris, DPTL, Office Equipment, Supplies & Services at 617-720-3305 or via e-mail at gloria.harris@osd.state.ma.us

Affirmative Market Program Updates - Monserrate

Quinones

The Affirmative Market Program (AMP) is involved in a variety of activities in it's efforts to improve program services to the certified vendor community, AMP Coordinators, participating agencies, its representatives and other major stakeholders. Some of the major components or our activities are as follow:

- **The Certified Vendor Series:** The activity entails the inclusion of certified businesses in the AMP Coordinators' meetings. Since April, 2001, at the beginning of each meeting, representatives from various certified businesses introduce themselves and the goods and services they provide.

- **Single portal entry in the procurement process:** In recognizing a need for such a process the AMP directors in collaboration with Jeanne Campbell, OSD's Director of Training, are working on putting together informational packages for the certified vendor community.

- **AMP Language Initiative:** The AMP program is working on the creation of a systematic approach to recording indirect sub-contracting expenditures with M/WBE's that can be counted towards department's AMP benchmarks.. The working group for this initiative is comprised of AMP Coordinators and Procurement Management Team Leaders.

- **AMP Vendor Advisory Board kickoff meeting:** On February 28th our first Advisory Board comprised of certified vendors and community based organizations working with minority and women business issues met.

- **AMP Certified Vendor Workshop Series:** On April 2nd our first of our bi-annual trainings geared towards all certified vendors in the four contracting areas including goods, services, construction and design will be held. These workshops will provide the basic tools needed to enhance their knowledge of the Commonwealth's procurement/bidding process. All businesses are welcome, particularly those involved in the construction and design fields.

- **MWBE Statewide Contractor List:** For a quick and easy way to identify MWBE contractors on statewide contracts, visit the Minority and Women Businesses bullet on Comm-PASS.

Please let us know if you are able to participate at any level. Should you have any questions about the Affirmative Market Program and its activities, please call either Adriana Isaza, Deputy Director or myself at (617) 720-3300.

Food & Groceries-Tasha

Coleman

PMT Membership - The PMT would like to thank Colin Holmes and Scott Migala of the Department of Corrections for their work on the **Prime Grocer contract, GRO-14**. They volunteered their time and expertise for team meetings, conferences for the Massachusetts School Food Service Association (MSFSA), and a

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It's Your Next Move—Make it Less Costly and More Efficient! - Gloria Harris

& Michelle Bessler

Moving can be one of the most stressful things in life. What's even more stressful is the knowledge that the move was more costly than it should have been. Statewide contract end users now have a choice when purchasing moving products and services. Before you make that moving decision, take a second look at the options available and reduce the moving cost through statewide contracts.

Recently the Office PMT awarded Statewide Contract for Boxes, #OFF12 which expanded the archival storage box contract to include multi-sizes of recycled, corrugated boxes, reusable plastic rental boxes/crates and environmentally preferable packing materials and supplies. While all products on the expanded Box Contract are value-added additions, reusable plastic boxes/crates and products for short-term rental purposes assist users in making that next move, not only more efficient, but easier as well.

The choice is yours—Statewide Box Contract #OFF12 can be used independently or side-by-side with the Statewide Moving Contract #ST8J591. Both contracts offer plastic rental crates, recycled corrugated archival and other multi-sized boxes, and packing material. By having these two contracts in place, it allows the end users the ability to choose the best value for their particular move.

Consider the analysis below for a one-time move and check out the tremendous benefits of using plastic rental crate option for your next scheduled move.

Cost Analysis Savings for one-time move (100 people) Building to Building

a) "Box" Savings:

Boxes: Assume the 2.5 legal tote is used and 10 per person are required at a cost of \$2.50 each—

10 boxes x 100 people x \$2.50 = \$2,500.00

versus

Crates: 8 crates will be needed @ \$2.00 each = **8 crates x 100 people x \$2.00 = \$1,600.00**

Box Savings: \$900.00

b) Labor Savings:

Boxes: Using the same model, legal totes (boxes) are moved 3 high per dolly load. So moving 1000 legal totes requires 333 dollies loaded. Industry standards say that 1 man can dolly up 30 dolly loads in 1-hour or 1 load every 2 minutes. 330 loads are therefore 11 man-hours. **11 man hours x \$30.00 = \$330.00** The same time and cost will be required to dolly down, **11 man hours x \$30.00 = \$330.00**

A total cost of \$660.00

versus

Crates: By using the crate dolly, the dolly up and dolly down process is eliminated and so therefore you save \$660.00.

Labor Savings: \$660.00

c) Truckloads:

Boxes: On average you get 35-45 dolly loads of boxes, 3 high on a truck.

40 dollies x 3 boxes = 120 boxes on a truckload

versus

Crates: With crates and crate dollies you get 50 loads of crates, 4 high on a truck.

50 dolly loads x 4 crates high = 200 crates on a truckload

Truckload Savings: 40% more crates (80) per truckload means fewer truckloads

**This cost analysis scenario is taken from Rentacrate, Inc. document, Why Crates?, March 19, 2001.*

The best approach for decision-makers will depend on your moving scenario and what makes sense. Look at all options available, put together the awarded contractors' capabilities along with your own requirements before making that final decision. The bottom-line result will speak for itself. As you can see from the preceding analysis, there are both hard and soft costs to consider. Your diligent planning will ferret out this information. **As a Reminder to MMARS users, in order to access OFF12 in MMARS, substitute the letter "O" for number "Ø". You will get a screen error message if you type in "OFF12" instead of "ØFF12".**

Professional Services - Michael Maguire

Training & Organizational Development (ST7J502) - This contract was re-opened in March as RFR Number ST2J502. Departments who currently utilize Trainers who provide specialized training who are not on ST7J502 should urge these potential Contractors, including SOMWBA certified businesses, to visit the Comm-PASS website, download the RFR, and submit a Response.

Court Reporter & Transcription Services PMT Update - In early March, the PMT decided to offer ST9J141 Contractors the ability to negotiate the standard attendance fee and the stenographer fee when there is no trial and/or no need for the production of a transcript. This would give Contractors the ability to negotiate downward from the respective fees of \$150.00 and \$175.00. The PMT has encouraged ST9J141 Contractors to strongly consider this option, as the PMT would like to promote increased competition on the contract. The ability to negotiate these rates will not apply to those entities within the Mass. Court System. Once this process has been finalized with current Contractors, the PMT is planning to re-open the contract. Departments who currently utilize Court Reporters and/or Transcriptionists who are not on ST9J141 should urge these potential Contractors to monitor the Comm-PASS website for a re-opening notice.

Marketing, Advertising & Public Relations (MAPR) PMT Update - The PMT recently combined the current OSD Designated Statewide Contract ST9H041 with the Department of Environmental Protection and the Department of Public Health's (DPH) current Multi-Departmental Contract DPH-30002 into one contract - ST2H041. Because the DPH Contract is a Rolling Enrollment RFR, all of the current Contractors have been given the opportunity for inclusion on the DPH Contract before it becomes ST2H041. Once combined, all the Commonwealth's eligible entities that have utilized ST9H041 will be able to utilize the new ST2H041.

IT Services Contract News – Latest on Microsoft – New Adobe Contract - Marge MacEvitt

IT Services Contract (ITS07) - In keeping with the theme of doing more with less, Ellen Wright of ITD is drawing up a list of job titles with suggested rate ranges based on market activity. It will be posted on Comm-PASS as soon as it is available, and should be a helpful tool for ITS07 users in negotiating better rates. You can also call Ellen for assistance (617-626-4446). ITS07 users should also bear in mind that if your contractor is using subcontractors, you have the right to obtain a copy of the subcontract – this will tell you how much the subcontractor is being paid, so you can calculate the percentage markup. Both the rate and the markup are points you can try to negotiate downwards.

Those of you who find contractor listings by going to www.comm-pass.com and clicking on "Open Solicitations (by Category)" will have noticed that ITS07 contractor listings are no longer there. To find them, choose "Closed Solicitations and Contracts, By Category," Information Technology..., and IT Services RFR ITS07. The version of ITS07 listed under "Open Solicitations" is for new companies who wish to bid on ITS07; the "Closed" version has contractor listings and information for current contractors and contract users.

Check out the "Closed" page to see which ITS07 Contractors have agreed to cooperate with our request that they lower their rates for Agencies and Municipalities!

Microsoft Update - If you are using non-Microsoft products and plan to convert to Microsoft, visit this link NOW: comm-pass.com/data/00254035.PDF. Microsoft has a special offer good through July 31, 2002 which provides savings of 34% to 48% for non-Microsoft users.

Also keep an eye on the ASAP page ("Search" on Comm-PASS for ITS01) for the latest news on Microsoft. Representatives of a committee comprising some 40 states will be meeting with Microsoft in early April to try to obtain more favorable licensing and pricing terms. At this time we are suggesting that agencies postpone large purchases of Software Assurance and Upgrade Advantage until we know the outcome.

Adobe Agreement - OSD recently signed a "Contractual Licensing Program" (CLP) with Adobe Software, which publishes, among other things, Adobe Acrobat - the software used for publishing documents on Comm-PASS and elsewhere on the Internet. With the CLP program, you can buy a single copy and get the same discount you would get if you bought 10 or 100 copies. We have estimated the Commonwealth's total purchases of Adobe for a two year period, and the discount is based on that estimate instead of on individual purchases. The discounts are substantial. For a complete price list, visit: comm-pass.com/data/00254032.PDF.

Save Money—Buy Remanufactured Laser Toner Cartridges From Statewide Contract #OFF06

The Department of Revenue (DOR) recently conducted a comprehensive test of remanufactured toner cartridges and have concluded that there is no variance in quality or page yield from the new (OEM) laser toner cartridges. They also estimate that the cost savings associated with switching over to the remanufactured cartridges would be a staggering **\$140,000**. As agencies struggle with budgetary constraints, this type of savings can be achieved throughout the Commonwealth of MA. All Contractors on #OFF04 offer remanufactured cartridges—G.A. Blanco & Sons, Supply Solutions, Ikon, Lasertone. Contact directly for further details or to conduct your own test.

INFORMATION TECH NEWS NOTES - Gerry Ostrer

Stretching Those IT PC Dollars Continues!

For the past six months the Big Buy 2002 program has been active and is running concurrently with the Mass Mail initiative. The Big Buy 2002 program provides PCs to all eligible entities at extremely attractive prices. Periodically, throughout the life of the program, the IT Hardware PMT renegotiates new prices and models with Compaq, Dell and Gateway to provide more powerful and faster PC models at aggressive pricing. Savings have been as much as \$240 plus per PC. This procurement program will continue to be active through June 2002. All eligible entities should consider taking advantage of this program to help stretch those PC dollars. Participation in the Mass Mail initiative is not required. See ordering instructions on the BIG BUY 2002 program at www.state.ma.us/itd/.

Telecom/Data Infrastructure RFR Being Evaluated!

Forty-one responses were received to a Request for Response (RFR) to replace the current and expiring Telecommunications/Data Infrastructure Contract (IT T05). The new RFR (IT C09) provides infrastructure services and support for Local Area Networks (LANS), telecommunications/data systems and networks. In addition, a separate contractor category was established for the direct purchase of infrastructure equipment, such as cable, hubs, routers, etc. This RFR will be the primary contract providing the management, the pricing and acquisition of premise and campus based infrastructure services and materials at great competitive prices. See the web site at www.comm-pass.com for further information.

Please consider participation on an IT Hardware PMT. Contact Gerry Ostrer at 617-720-3106 or gerry.ostrer@osd.state.ma.us.

TO COPY OR TO PRINT- THIS IS THE QUESTION!

OSD has several contracts that provide for the acquisition of either copiers or printers. As technology evolved over the past several years, copiers and printers were networked and now have essentially the same functions and features. Our Office Equipment PMT handles copier statewide contracts while our Information Technology Hardware PMT handles printers. The time has come to combine these two commodity areas (copiers and printers) into a single contract. The result will be an up-to-date functional statewide contract that will take advantage of volume purchases, special pricing, technology, etc., resulting in even more effective pricing in a 'best value' environment. Now, this is where you come in! Here is an opportunity to be heard and be part of a progressive Procurement Management Team. This is the first time two procurement management teams crossing over multiple commodity areas will join with others to develop this new Request for Response (RFR). This will be a first at OSD. If you are interested in joining this leading edge PMT, please contact either Robert Guerard at Robert.Guerard@osd.state.ma.us or **Gerry Ostrer at** Gerry.Ostrer@osd.state.ma.us.

E-mail *anyone* at OSD by sending it to their first name.last name @osd.state.ma.us

A listing of OSD telephone numbers can be found at www.state.ma.us/osd

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OSDiscussions/Spring 2002

Recent OSD Updates

(Copies of OSD Updates are available, listed numerically, on the Internet at www.state.ma.us/osd/memo/memotoc.htm)

PMT	Statewide Contract(s)	Contract Number(s)	OSD Update	Action
Animal	Animal Feed, Bedding & Related Supplies	ANI 01	02-25	Contract Extension
Energy	Utility Audit	ST7T091	02-29	Contract Extension
Facilities	Electrical & Lighting Supplies	FAC22	01-15A	Contract Extension
Facilities	Locks, Accessories & Related Equipment	FAC18	00-02A	Contract Extension
Firefighting	Firefighting, Forestry, Emergency Medical, Rescue Equipment & Supplies	FIR01	02-21	Contract Extension
Food	Prime Grocer	GRO14	02-33	New Contract
Hospital	Radiographic Films & Supplies	98-8248-05	02-27	New Contract
Hospital	Urine Drug Testing Kits	DOC02	02-24	New Contract
Hospital	Vision Utilization, Hearing, Prosthetic & Orthopedic Devices	MED04, MEDA4, MED05 MEDA5 & MED06	02-23	Contract Information Consolidation
Hospital	Operating Room Instruments	DPH#286	02-32	New Contract
Law Enforcement	Body Armor Vests	LAW03	02-22	Contract Extension
Law Enforcement	Weapons, Ammunition & Accessories	LAW02	02-26	Contract Extension
Law Enforcement	Chemical Agents	LAW04	02-31	Contract Extension
Office Supplies	Audiovisual Equipment Supplies & Svcs	OFF04	99-6C	Contract Update
Office Supplies	Printer Laser Toner Cartridges and Ink Jet Cartridges	OFF06	99-37F	Contract Renewal
Pharmaceuticals	Influenza Vaccine for the 2002 - 2003 Flu Season	MED21	02-28	New Contract
Professional Svcs	Court Reporting & Transcription Services	ST9J141	00-07A	Contractor & Rates Update
Vehicles	Bi-Fueled Vehicles, CNG/Propane	VEH29	01-11A	Rates Update
Vehicles	Bi-Fueled Vehicles (Propane)	VEH32	02-30	Product Discontinuance
Vehicles	Scrap Tire Disposal Services	ST0J39S	00-41A	Contract Extension

Food *(Continued from Page 5.)*

variety of statewide contracts; an invaluable service that will not be forgotten. Moving forward, the PMT welcomes new members: Jane Ford of Billerica schools, Anne Quinn of Wilmington schools, Grayce Dizenzo of Hudson schools and Peggy Martin of the Department of Mental Retardation to the team.

Open Enrollment - Prime Grocer: The Food PMT intends to announce the reopening of the **Prime Grocer Contract, GRO-14**. An informational forum has been scheduled for April 5, 2002. This forum will allow interested vendors to learn, ask questions, and provide the PMT with possible solutions to meet the challenges of this contract.

Equipment: The PMT for **Institutional Commercial Grade Foodservice Equipment-GRO C7** also intends to announce the reopening of this contract. A Bidders Conference will be announced in March 2002.

For more information on either contract, please contact tasha.coleman@osd.state.ma.us or (617) 720-3132.

New RFR: To monitor the Prime Grocer multi-million dollar contract, the PMT is in the process of completing the **Audit RFR**. The Audit RFR is intended to provide for the PMT and its' contract users best value, best quality, and best service for the Commonwealth's dollar. The posting of the RFR to Comm-Pass is tentatively scheduled for this spring.

New Prices: US Foodservice has lowered prices on paper products for the Commonwealth's marketbasket. Please refer to Comm-PASS view new prices.

Bid List? What Bid List

OSD frequently receives calls from vendors requesting to be placed on the bidder's list. There is no bidder's list maintained at OSD or on Comm-PASS. However, Comm-PASS has a business registry where businesses interested in doing business with the Commonwealth can register. This registry does NOT send notification of bids or award information to vendors. It is simply a way for business to let Commonwealth departments know what services or products they may be willing to supply to the Commonwealth. Vendors are responsible for viewing Comm-PASS to access information regarding available solicitations or contract information.

As you talk with vendors encourage them to register on the Comm-PASS Business Registry - it's free! And let them know - **THERE IS NO BIDDER'S LIST!** Thanks!

Medicine & Medical Services PMT Briefs - Brian Putnam

Referenced Lab Services RFR: The new solicitation MED22 opened on 2/26/02 and the PMT is now in the process of evaluating the responses. The PMT intends to complete contract awards by 5/15/02 with the new statewide contract beginning 7/1/03. This will allow departments to pre-encumber FY2003 on the new MSA.

Maintenance and Repair of Medical and Lab Equipment: (MED09) MSA# ST8L491 - This is a pre-qualified rolling enrolment statewide contract and over the course of the winter the PMT has added additional new vendors to the contract. A new listing may be downloaded from www.Comm-PASS.com.

Influenza Vaccine: The PMT has awarded the statewide contract for Influenza Vaccine for the 2002 - 2003 flu season to Aventis Pasteur at \$5.90 a dose for an estimated purchase of 775,000 doses by the Massachusetts Immunization Program. Other state departments and political subdivisions may purchase from the contract but orders must be placed by 5/15/02 to be ensured delivery. Please see *OSD Update 02-28* and if you are intending to order please call Brian Putnam first at (617) 720-3328.

OSDiscussions/Spring 2002

General comments about this newsletter can be directed to:

Suzanne.Pierre@osd.state.ma.us